

Total Workforce Management Services (TWMS) Quick User Guide

Command Check In/Out



Periodic updates to the Check In/Out module may not be reflected in this document.

Command Check In/Out - Summary

The Command Check In/Out module in TWMS will track your employees as they arrive and leave your command and will notify personnel responsible for areas that affect an employees' check in/out. There are three components to this module:

- (1) Creating and managing the routing sheets required for each UIC in your scope of access.** An extensive list of standard functional areas used on a routing sheet will be available to select from. You can also add other functional areas unique to your command. For each functional area you will determine if it's part of the check in process and/or check out process, and which type of employees (Active Duty, Civilian, etc.) it applies to. An optional "phasing" number can be applied which will determine the number of days when the POC(s) for the functional area will be notified before or after the employee checks in or checks out. In this component you will also manage the email addresses of the POC(s) associated with each selected functional area.
- (2) Creating and initiating a check in/out record for a designated employee.** The Programs of Record (POR) feeding TWMS can automatically create a check in/out record for your civilian and military employees as they arrive and leave the UICs in your scope. Contact your local TWMS POC to have your UICs included in this automated process. In this component you will be able to search for employees within your scope and then create and initiate a check in/out record for them prior to or instead of any of the resulting POR feeds.
- (3) Creating a new employee.** This component allows you to create an employee record in TWMS.

Accessing the Employee Check In/Out

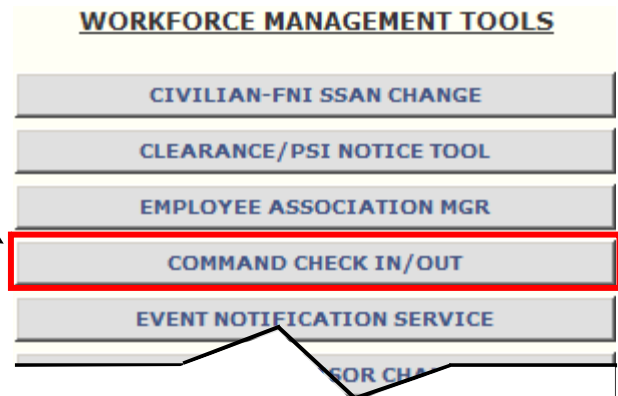
To access the Command Check In/Out module in TWMS*:

1. From the Home Page click on the **Tools/Functions** button on the Actions Menu.



ACTIONS:
Add/Gain an Employee
Ad-Hoc Reporter
Dashboard View
Employee Locator
IATP Administration
Manage Billets
Manage CBCA Roles
Manage Non-Navy Personnel
Muster Employees
Query
Report Services
Reports (Legacy)
Tools/Functions
View/Update your Profile

2. From the Tools/Functions display choose the **Employee Check In/Out** button located under the Workforce Management Tools area.



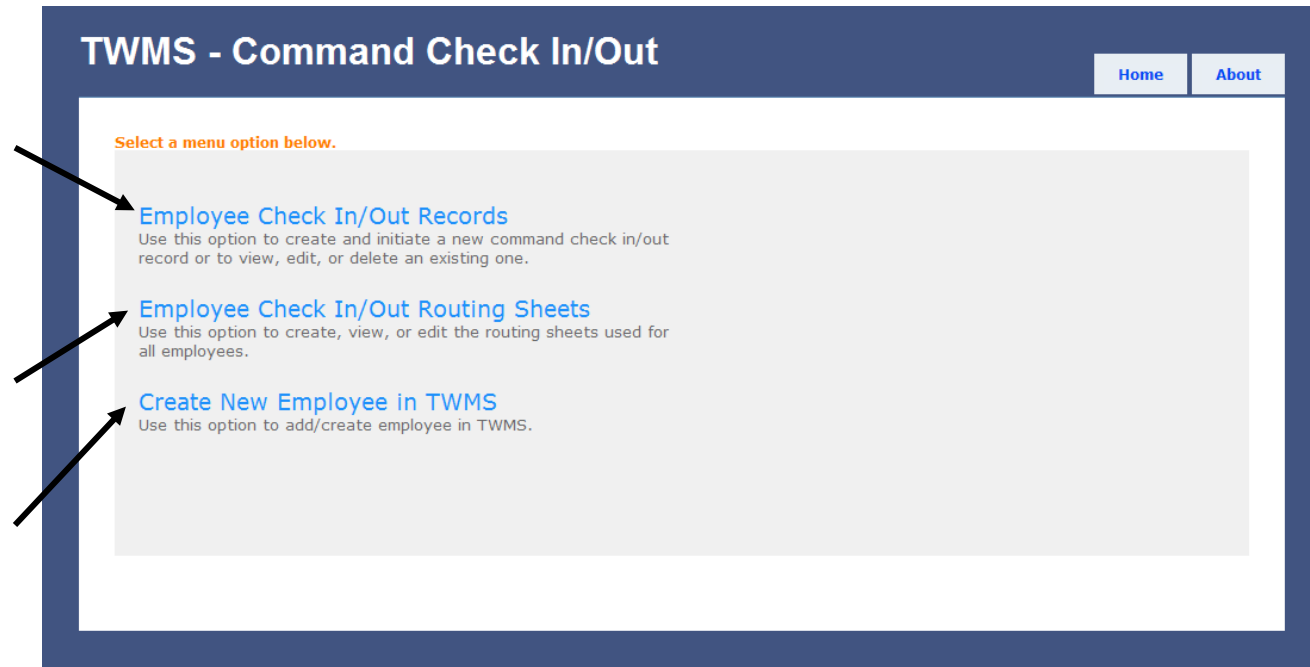
<u>WORKFORCE MANAGEMENT TOOLS</u>
CIVILIAN-FNI SSAN CHANGE
CLEARANCE/PSI NOTICE TOOL
EMPLOYEE ASSOCIATION MGR
COMMAND CHECK IN/OUT
EVENT NOTIFICATION SERVICE
FOR CHA

**You must have the appropriate permissions to view and manage the Employee Check In/Out module.*

Accessing the Employee Check In/Out

The Command Check In/Out Main Window will open displaying three options.

- 3a. Click here to initiate a new check in/out record or to view existing check in/out records.
- 3b. Click here to create or edit your routing sheets and to manage the email addresses associated with them.
- 3c. Click here to add/create employee records in TWMS.

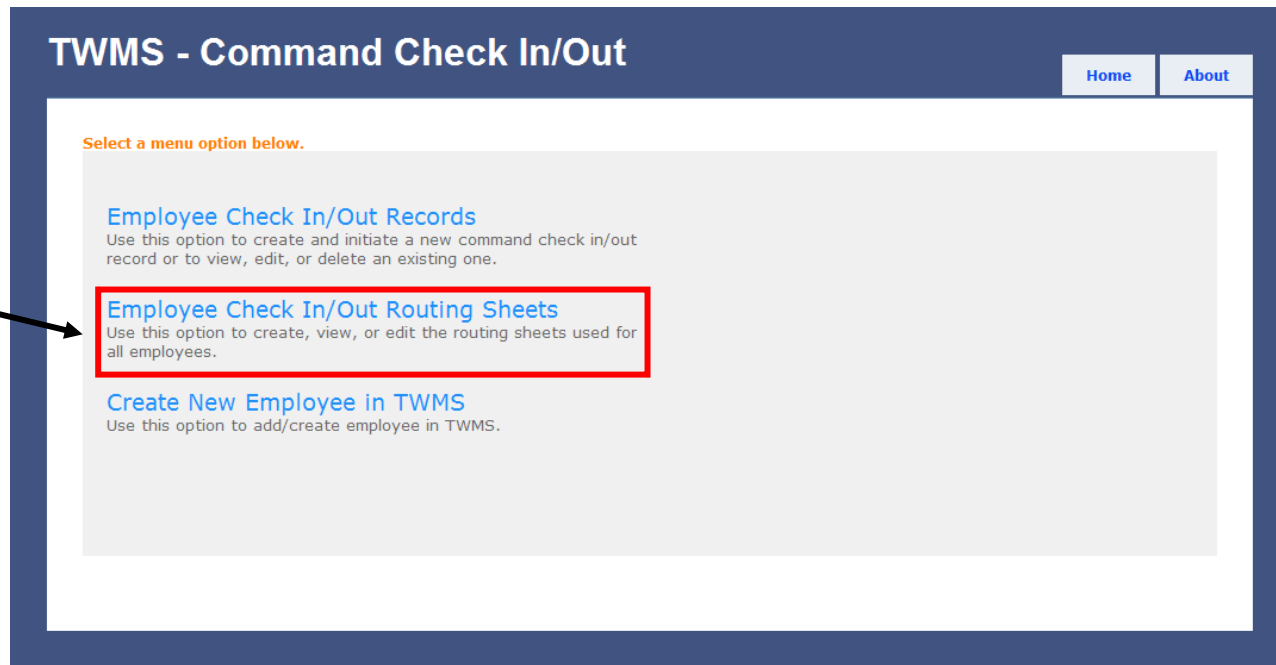


Creating a Check In/Out Routing Sheet

A routing sheet must be created for each UIC and will determine the functional areas where all employees in that UIC will need to visit upon checking in or checking out of their command. An email will be sent to the POCs of each functional area notifying them of the employees that will be checking in or checking out. You will be able to create a different routing sheet for each employee type belonging to the same UIC.

To create a Check In/Out routing sheet:

1. Click the **Employee Check In/Out Routing Sheets** link from the Check In/Out Main Window.




Creating a Check In/Out Routing Sheet

Click here to expand/collapse the instructions for this page.

2. Enter the numeric characters of the UIC until it displays. This is the UIC you will be creating a routing chain for.
3. Select the UIC from the results of your search.

TWMS - Command Check In/Out [Home](#) [About](#)

Check In/Out Routing Sheets

Instructions: 

Routing:

1. Enter the numeric characters of the UIC in the UIC field below until you can select it from the resulting list. Only the UICs within your scope will be displayed.
2. Select a Status from the dropdown as necessary. The selected status will display only those Functional Areas having that status. If this is a new routing sheet, select ALL to view all Functional Areas. "Active" Functional Areas are those that contain at least one email address of a POC, "Inactive" ones do not.
3. Select an Action Owner from the dropdown as necessary. The default selection is "ALL". Selecting an Action Owner will display only those Functional Areas corresponding to that Action Owner.
4. For each Functional Area, select or enter the POC email address by clicking either the "Select Email" link and searching for the individual's email address in TWMS or manually entering the email address in the email address text box. Separate multiple email addresses by a semicolon.
5. For each Functional Area, select whether it will be used for Check In, Check Out, or both.
6. For each Functional Area, select the appropriate employee type(s).
7. Click "Save Changes".

Phasing (optional):

Phasing will allow you to schedule and automate notifications to POCs relative to the employee's Check In/Out date.

1. Click the "View/Edit Phase Notification Criteria" link (below) to set up the notification criteria for each phase.
2. Follow the written instructions displayed in the new window.
3. Add the appropriate phasing number to the Check In and/or Check Out process for each Functional Area that requires it.

Exporting:

1. Select the status of the functional areas you want to export and then click the "Show Routing" button.
2. Click the "Export to Excel" button.
3. Open or Save the resulting Excel spreadsheet.

Select

UIC:

DEMO01 : COMMANDER, NAVY APPLICATION DEMO COMMAND

Creating a Check In/Out Routing Sheet

After selecting a UIC you will then be able to identify the Functional Areas associated with a check in or check out record for those employees belonging to this UIC.

*Note: The default status for the "Functional Area Status" is always set to **Active**.*

4. For a new routing sheet you must select the Status **ALL** to view the standard list of Functional Areas.

5. Click the **Show Functional Areas** button.

The screenshot displays the 'TWMS - Command Check In/Out' application. The main heading is 'Check In/Out Routing Sheets'. Below this, there is an 'Instructions' section with a dropdown arrow. The 'Select UIC' field contains 'DEMO1'. The 'Search by' section includes a 'Functional Area Status' dropdown menu with 'Active' selected, and an 'Action Owner' dropdown menu with 'ALL' selected. A red box highlights the 'SHOW FUNCTIONAL AREAS' button. At the bottom, there is a section titled 'Functional Areas & POC Emails for UIC DEMO1' with links for 'View/Edit Phase Notification Criteria', 'Export To Excel', 'Add Functional Area', and 'Save Changes'.

Creating a Check In/Out Routing Sheet

A standard list of functional areas, listed in alphabetical order by Action Owner, will now be available for you to select from for this routing sheet. You can also create others that are unique to your command. For each functional area relevant to this UIC, there are three things you must do. (1) enter the POC email address, (2) select whether it will be used for Check In, Check Out, or both, and (3) select the appropriate employee time(s). An optional phasing can also be applied.

6. For the selected functional area, manually enter or click the **Select Email** button to populate the POC's email address.

7. Select or deselect the checkboxes relevant for this functional area.

8. Click the **Save Changes** link.

9. Repeat steps 5 - 7 for each functional area you want included in the routing

Functional Areas & POC Emails for UIC DEMO1

[View/Edit Phase Notification Criteria](#) | [Export To Excel](#) | [Add Functional Area](#) | [Save Changes](#)

Action Owner	Functional Area	POC Email	Check- IN	Check In Phase (Optional)	Check- OUT	Check Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF
Command Admin	XO (By Appointment Only)	<input type="text"/> Select Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeersRapid/Local PSD	CAC Card	<input type="text" value="passdecalsBSD@navy.mil"/> Select Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emerg Mgmt	Operation Prepare	<input type="text"/> Select Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Adding Non-standard Functional Areas

Sometimes there will be functional areas in your local command that you don't see listed. TWMS allows you to easily add these non-standard functional areas to the routing sheet.

Note: Once a functional area has been saved, its status will now be active.

To add a non-standard functional area to the UIC's routing sheet:

1. Click the **Add Functional Area** link.

TWMS - Command Check In/Out [Home](#) [About](#)

Check In/Out Routing Sheets

Instructions:

Select UIC
DEMO1

Search by
Functional Area Status:
Action Owner:

[SHOW FUNCTIONAL AREAS](#)

Functional Areas & POC Emails for UIC DEMO1

[View/Edit Phase Notification Criteria](#) | [Export To Excel](#) | [Add Functional Area](#) | [Save Changes](#)

Action Owner	Functional Area	POC Email	Check- IN	Check In Phase (Optional)	Check- OUT	Check Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF
DeersRapid/Local PSD	CAC Card	passdecalNBSD@navy.mil	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Select Email](#)

Adding Non-standard Functional Areas

2. Enter the appropriate information for the new functional area.

3. Click the **Add** button.

Feedback will let you know the functional area has been added.

This non-standard functional area will display just like the others. By definition, they will not have an Action Owner. You also have the ability to delete this functional area from the routing sheet.

Add Functional Area

To create a new Functional Area enter the information in the boxes below then click the "Add" button.

Functional Area:

POC Email: [Select Email](#)

Check all that apply for this new Functional Area:

Check-IN: ☒

Check-OUT: ☐

CIVILIAN: ☐

MILITARY: ☒

CONTRACTOR: ☐

NAF: ☐

Action Owner: (Optional)

Add **Cancel**

Functional Areas & POC Emails for UIC DEMO1

Functional Area "Liberty Services" has been added.

[View/Edit Phase Notification Criteria](#) | [Export To Excel](#) | [Add Functional Area](#) | [Save Changes](#)

Action Owner	Functional Area	POC Email	Check-IN	Check In Phase (Optional)	Check-OUT	Check Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF
DeersRapid/Local PSD	CAC Card	<input type="text" value="passdecadlNBSD@navy.mil"/> Select Email	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Liberty Services	<input type="text" value="LBNBSD@navy.mil"/> Select Email	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Note: This is a custom (non standard) functional area.) [Delete](#)

Defining the Phasing of a Routing Sheet

In some cases, you may want email notifications sent out in phases to the various POCs of your routing sheet. These phases are defined by the number of days before or after a check in or check out date. After these phases are defined then you will be able to add phasing to any functional area within the routing sheet. You can define up to ten different phases, each identified by a phase number.

To define the phasing for a routing sheet:

1. Click the **View/Edit Phase Notification Criteria** link.

Functional Areas & POC Emails for UIC DEMO1

[View/Edit Phase Notification Criteria](#) | [Export To Excel](#) | [Add Functional Area](#) | [Save Changes](#)

Action Owner	Functional Area	POC Email	Check- IN	Check In Phase (Optional)	Check- OUT	Check Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF
DeersRapid/Local PSD	SEC Card	passdecalsBSD@navy.mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select Email										
Liberty Services		LBNSD@navy.mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select Email										

(Note: This is a custom (non standard) functional area.)

[Delete](#)

Defining the Phasing of a Routing Sheet

A new window opens that allows you to define, for each phase, the number of days before or after the POC will be notified of an employee check in or check out.

2. Select either the **Manage Check In Phasing** or **Manage Check Out Phasing** link.

We will choose 'Manage Check In Phasing' for this example. The 'Manage Check Out Phasing' works the same way.

3. Enter the number of days for Phase 1.

4. Select whether the number of days chosen corresponds to before or after the employee checks in.

5. Repeat steps 3-4, as needed, to define the phasing for Phases 2-10.

6. Click **Save Changes**.

Phasing Notification Criteria

Instructions:

- Select "Manage Check In Phasing" or "Manage Check Out Phasing".
- Enter the days in which Functional Area POCs within the selected Phase should be notified prior to or after employee has Checked In or Out. You only need to enter Phasing Criteria for phases that you wish to implement.

Select: ☒ Manage Check In Phasing ☐ Manage Check Out Phasing

Phase	Check In or Out	UIC	Notification Criteria	
Phase 1	IN	DEMO1	Notify POC's <input type="text" value="2"/> Day(s)	Employee Checks IN
Phase 2	IN	DEMO1	Notify POC's <input type="text"/> Day(s)	Employee Checks IN
Phase 3	IN	DEMO1	Notify POC's <input type="text"/> Day(s)	Employee Checks IN
Phase 4	IN	DEMO1	Notify POC's <input type="text"/> Day(s)	Employee Checks IN
Phase 5	IN	DEMO1	Notify POC's <input type="text"/> Day(s)	Employee Checks IN
Phase 6	IN	DEMO1	Notify POC's <input type="text"/> Day(s)	Employee Checks IN
Phase 7	IN	DEMO1	Notify POC's <input type="text"/> Day(s)	Employee Checks IN
Phase 8	IN	DEMO1	Notify POC's <input type="text"/> Day(s)	Employee Checks IN
Phase 9	IN	DEMO1	Notify POC's <input type="text"/> Day(s)	Employee Checks IN
Phase 10	IN	DEMO1	Notify POC's <input type="text"/> Day(s)	Employee Checks IN

Save Changes



Applying Phasing to a Routing Sheet

For the functional area(s) that require phasing, simple choose the phasing number defined earlier either for the Check In process and/or the Check Out process.

To apply the phasing to a routing sheet:

1. For the selected functional area, select the appropriate phasing number for the Check In Phase and/or the Check Out Phase.
2. Repeat step 1 for other functional areas requiring phasing.
3. Click the **Save Changes** link.

Functional Areas & POC Emails for UIC DEMO1

[View/Edit Phase Notification Criteria](#) | [Export To Excel](#) | [Add Functional Area](#) | [Save Changes](#)

Action Owner	Functional Area	POC Email	Check-In	Check-Out	Check-Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF
DeersRapid/Local PSD	CAC Card	passdecalNBSD@navy.mil	1 2 3 4 5 6 7 8 9 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Liberty Services		LBNBSD@navy.mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Note: This is a custom (non standard) functional area.)
[Delete](#)

Exporting a Routing Sheet

TWMS allows you to export a list of functional areas for easy viewing. Only those functional areas currently selected will be exported.

To export a list of functional areas:

1. Select the appropriate status to view the list of Functional Areas you want to export.
2. To view only the Functional Areas corresponding to a specific Action Owner, select one from the drop down.
3. Click the **SHOW FUNCTIONAL AREAS** button.
4. Click the **Export to Excel** link.

Check In/Out Routing Sheets

Instructions:

Select UIC
DEMO1

Search by

Functional Area Status: **Active**

Action Owner: **ALL**

SHOW FUNCTIONAL AREAS

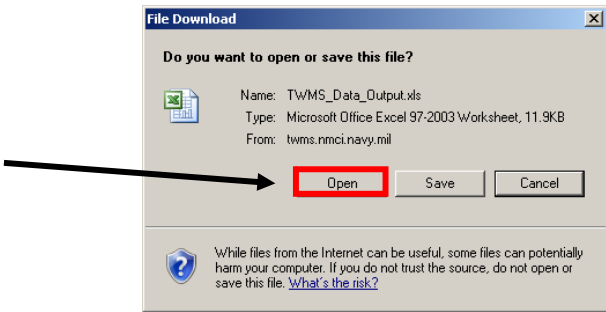
Functional Areas & POC Emails for

View/Edit Phase Notification Criteria | **Export To Excel** | Add Functional Area | Save Changes

Action Owner	Functional Area	POC	Check In	Check In Phase (Optional)	Check Out	Check Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF
DeersRapid/Local PSD	CAC Card	passdec@navy.mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Exporting a Routing Sheet

5. Click **Open** at the dialog box.



Displayed here is the Excel output of every active functional area for the selected UIC. For each functional area, the worksheet displays the email address of the POC. A “Yes” displayed in the Check_In or Check_Out columns denote that this functional area is used for both checking in and checking out employees. A “No” indicates this functional area is not used. Similarly, the “Yes” displayed in the

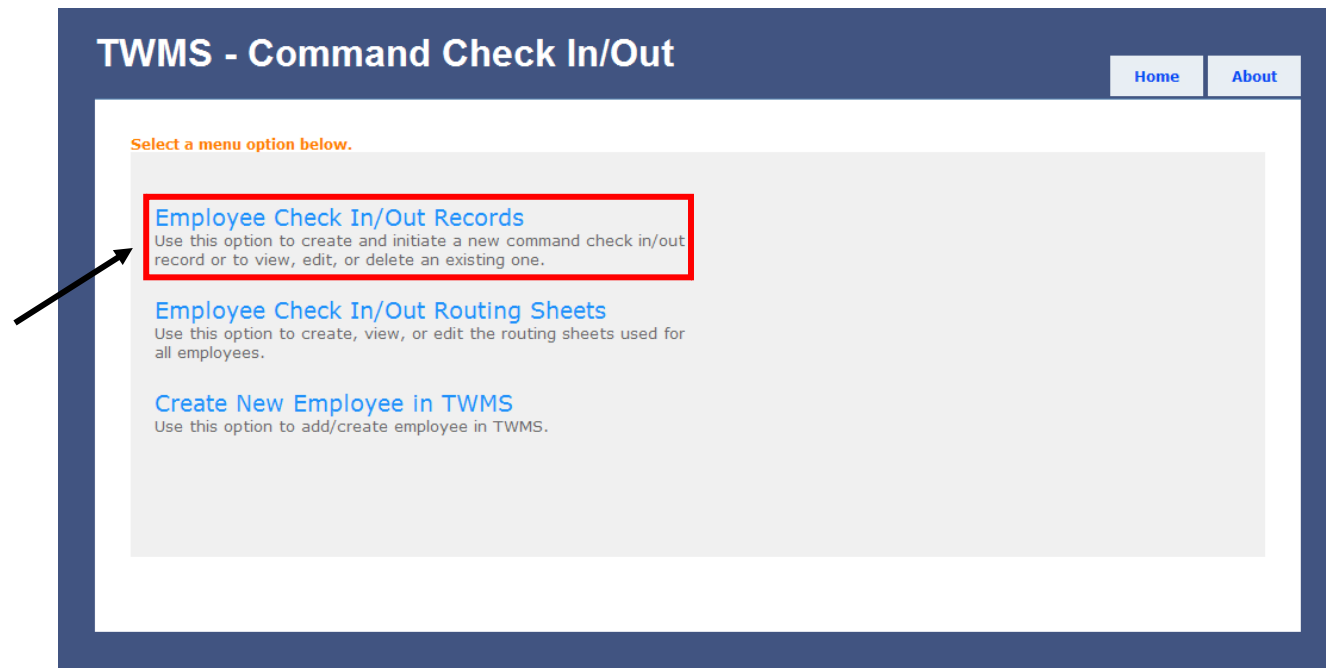
	A	B	C	D	E	F	G	H	I
1	Functional Areas For UIC: DEMO1								
2	** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **								
3	** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **								
4	UIC	Functional Area	POC Email	Check In	Check Out	Civilian	Military	Contractor	NAF
5	DEMO1	CAC Card	passdecalNBSD@navy.mil	Yes	Yes	Yes	Yes	Yes	Yes
6	DEMO1	Liberty Services	LBNBSD@navy.mil	Yes	No	No	Yes	No	No

Creating a Check In/Out Record

After a routing sheet has been created for a UIC you can then create Check In and Check Out records for employees within your scope. All Check In and Check Out records will use the routing sheet that corresponds to the employee's UIC.

To create a Check In/Out record for an employee:

1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.



Creating a Check In/Out Record

By default, all pending Check In/Out records already created for employee's within your scope will be displayed here. You can search for, edit, view, or delete any of these records or you can create a new Check In/Out record.

- Click here to expand/collapse the instructions for this page.
2. Click the link to create a new Check-In/Out record.

Click this link to export the list of currently displayed records.

The list of existing Check In and Check Out records are displayed here.

Instructions

Create Record

Click [Here](#) To Create New Check-In/Out Record.

Search

UIC:

Search results of the selected UIC will include the Check In/Check Out records that match at least one of the following UICs; Official, Assigned, Check In, or Check Out.

Name:

At minimum please enter full or partial Lastname. Entering full or partial Firstname is optional and must be separated by a comma and a space. (Example 1: Lastname) (Example 2: Lastname, Firstname)

Status:

Check IN/OUT:

Export To Excel

Overall Functional Areas:21631 Notifications Sent:8111 POC Responses:4347 Response Status: % 53

1403 items in the list - Sort By:

Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created
<input type="checkbox"/>	Edit/View Delete	ABAD, DAVID R	In	Pending	40085	62504	40085		12/6/2011 11:0 PM
<input type="checkbox"/>	Edit/View Delete	ABNEY, MICHAEL F	Out	Pending	3049B	3049B	68322	68322	8/4/2011 11:01 PM
<input type="checkbox"/>	Edit/View Delete	ABNEY, MICHAEL F	IN			3049B	3049B		5/7/2012 4:02 AM

Creating a Check In/Out Record

3. Enter the Last Name and the First Name of the employee and then click the **Search** button.

4. Click the **Select** link next to the employee's name.

*Note: If the employee is not found then you have the option to add the employee to TWMS. Click the **here** link, select the employee type, complete all the fields on the resulting form, and then click the **Create** button. You will now be able to create the employee's check in/out record. Refer to the*

Employee Search

Instructions:

- Step 1: Enter Last Name and First Name then click the "Search" button.
- Step 2: Click the "Select" link to create a new Check In/Out process for employee.

Note:

If employee does not exist in TWMS then click [here](#) to add the employee into TWMS and proceed to Check In/Out process.

Last Name: cayce First Name: edgar Search

Name	UIC	Org	Title
Select CAYCE EDGAR	DEMO1	N15	MANAGEMENT ANALYST

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Employee Not Found in TWMS!

Employee does not exist in TWMS. click [here](#) if you wish to add the employee into TWMS and proceed to Check In/Out process.

Creating a Check In/Out Record

5. Select whether this is a check in record or a check out record. The form to complete and what is required on that form will be different according to what is selected.

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Create Check In/Out Record for CAYCE, EDGAR

Instructions:

Checking In or Out:

Note: Except for the fields to complete, the steps for creating a Check In record are identical to the steps shown here for a Check Out record.

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Creating a Check In/Out Record

Only the fields displayed in yellow are required to create this Check Out record.

6. Complete the remainder of the form as required for your command.

7. Click the **Create** button.

Create Check In/Out Record for CAYCE, EDGAR

Instructions: 

Checking In or Out:

Employee Information

UIC:

Check Out: DEMO1
COMMANDER, NAVY APPLICATION DEMO COMMAND

Future:

Employment Status/Organization:

Future: Private Industry

Employee Type: CIVILIAN-APF

Supervisor Name: WOLFE, MICHAEL

Holds a current network account:

Date of Departure:

Sponsor Name/Email:

Employee Email: edgar.cayce@navy.mil

Building: 126

Org Code: N622

Reason For Leaving: Resign-To Accept Position In Private Industry

Additional Information:

October 2012

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Creating a Check In/Out Record

The Check Out record is now displayed and is divided into three tabs. The first tab, "Check In/Out", is the default view and is shown below.

The three tabs are available here. Click here if you want to archive this record.

Click the Save button if you make any changes to this Check Out record.

Information here will track the sent notifications, corresponding responses, and overall percentages. Feedback will let you know the check out record has been created.

Listed here are all the functional areas for this Check Out record that correspond to the employee's UIC and their employee type.

Check In/Out | Upload Documents | Communications

PERSONNEL CHECK OUT: CAYCE, EDGAR

This record was created by TWMS User: WOLFE, MICHAEL [Print Screen](#) [Back to List](#)

[Terminate All Required Actions and Archive this record](#)

[Save](#)

Functional Areas:2 Notifications Sent:0 POC Responses:0 Response Status: % 0

Check OUT record has been created for CAYCE, EDGAR . In order to notify the POCs you need to click the "Notify All POCs" button.

Functional Areas

Functional Area	Phase	Phase Notification Criteria	POC Email	Email Sent On	Response	Date Responded	Send/Resend
CAC CARD	1	POC(s) will be notified 7 day(s) BEFORE employee's check out date. Notification will be sent on 12/14/2012	passdecalNBSD@navy.mil		POC has not been notified		Send
OFFICE KEYS	N/A	N/A	ruth.norman@navy.mil		POC has not been notified		Send

[Notify All POCs](#)

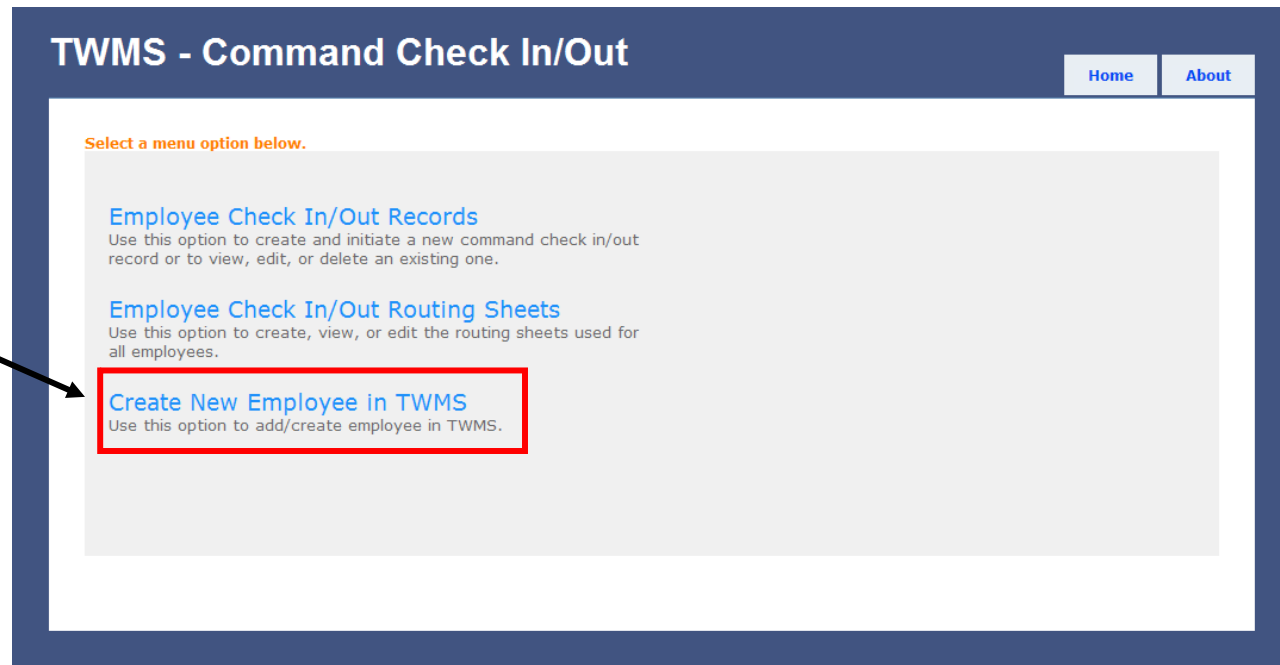
[Print Screen](#) [Back to List](#)

Creating a New Employee Record

You can create a new employee record in TWMS if the employee has not yet flowed in from a Program of Record (POR).

To create a new employee record in TWMS:

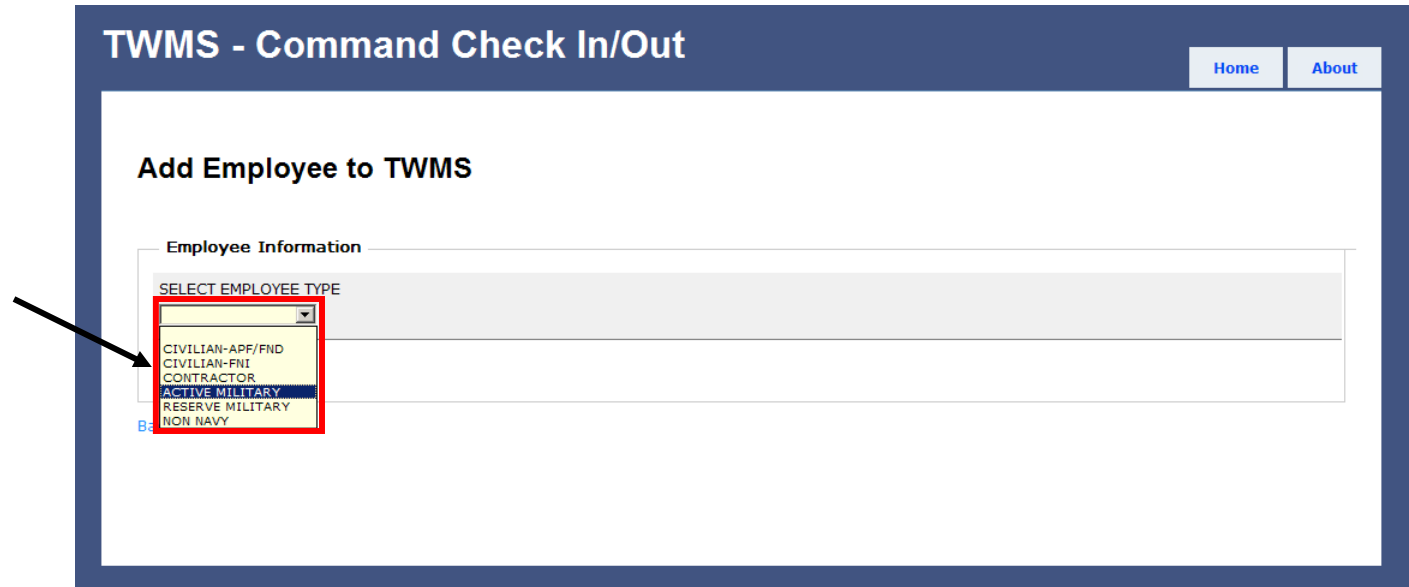
1. Click the **Create New Employee in TWMS** link from the Check In/Out Main Window.



Creating a New Employee Record

You are able to create an employee record for any type of employee that you require to be checked in using TWMS.

2. Select the employee type of this new record.



TWMS - Command Check In/Out

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Add Employee to TWMS

Employee Information

SELECT EMPLOYEE TYPE

- CIVILIAN-APF/FND
- CIVILIAN-FNI
- CONTRACTOR
- ACTIVE MILITARY**
- RESERVE MILITARY
- NON NAVY

Creating a New Employee Record

A duplicate record will not be created once TWMS receives the employee information from the appropriate POR.

2. Complete the resulting form. All fields in yellow are required to create the employee record.

3. Click **Create**.

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Add Employee to TWMS

Employee Information

SELECT EMPLOYEE TYPE
ACTIVE MILITARY

LAST NAME CONNOLLY	FIRST NAME SEAN	MIDDLE NAME
SSN 000-00-0055		
UIC DEMO1 - DEMO1 : COMMANDER, NAVY APPLICATION DEMO COMMAND	ORGANIZATION CODE N13	TITLE SECURITY
UIC Lookup		
DATE OF BIRTH 02/02/1975	GENDER Male	REPORTING DATE 02/04/2013
GRADE E-5	ACC 100	Rank/Rate MA2
DUTY STATION		
Duty Station Lookup		
Create		

[Back](#)

Creating a New Employee Record

If the reporting date of the employee is in the future then the new employee record will have the “Prospective Gain” record status. If the reporting date of the employee is in the past then the new employee record will have the “Active-On Board” record status. Regardless of the status, the record will be available in other areas of TWMS such as the Home page.

Finding records using the “Prospective Gains” record status will display the newly created employee record. Clicking Advance Search and entering a Gain UIC will further filter your Prospective Gains.

The screenshot displays the TWMS interface with the following elements:

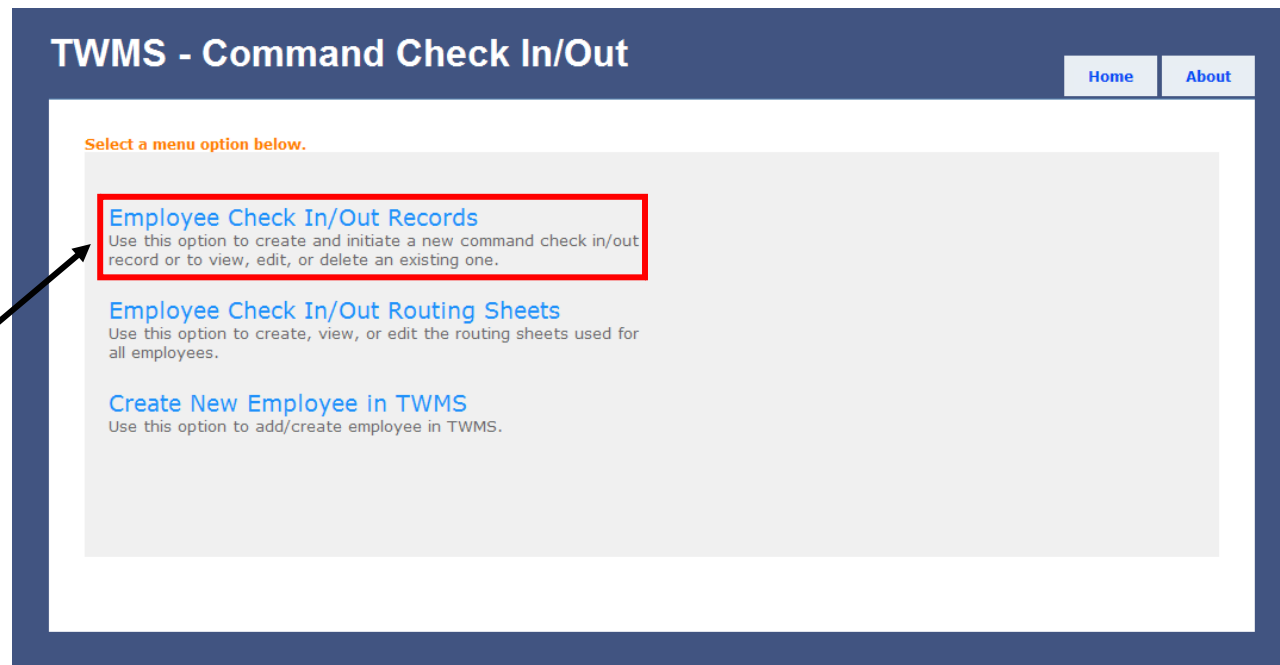
- NAVIGATION:** A sidebar menu with options like HOME, Login/Logout, General Information, Assignment/Position Info, IA/Deployment/TAD Info, IA Prescreening, Pay History, Training/Educ/Int & Skills, Awards/Quota Info, Personal Recall Information, Security Clearance Info, Awards Info, CyberSecurity Workforce Info, Assigned Assets, Uploaded document, Data Exceptions/Changes, Information: Contact Us, Data Update Status, Employee Locator, Documentation & Training, and TWMS Updates.
- Record Status:** A dropdown menu set to "Prospective Gains".
- Employee Type:** A dropdown menu set to "All Types".
- Advanced Search:** A button in the top right corner.
- Search Fields:** Fields for Last Name, First Name, Middle Name, UIC/ORG, UIC, ORG, and Sort Order.
- Form Fields:** Various input fields for employee details such as SSAN, MAJCOM/BSO, Civ Pay Plan, Enlisted Rating/Rank, Officer Designator, Military AQD, CMD Spec Prog, CNI Program, Org Element, Base Location, Gain Uic (set to DEMO1), Check-In/Out Req, OverDue Gain/Loss, DODEDI, SMC, Civ Occ Series, Enlisted NEG, ROBC, Military Subsec, PD#, CNI SIC, CNI PM Code, Role, Payroll Org, Gain Org, Loss Uic, BIN, Military ACC, Grade, and IA Workforce Member.
- Table:** A table with columns: EMPLOYEE NAME, UIC, OFFICIAL ORG, GAINING UIC, GAINING ORG, CURRENT RTN, GAINING RTN, PROSPECTIVE REPORT DATE, and EMPLOYEE TYPE. The first row shows: CONNOLLY, SEAN MA2, DEMO1, N13, DEMO1, N13, 2/4/2013, ACTIVE DUTY.
- TOTALS:** A summary row showing counts for CIV-APP, CIV-FND, CIV-FNI, CIV-NAF, Military Active, Military Reserve, and Contractor.
- Page:** A footer indicating Page 1 of 1.

Searching for Check In/Out Records

You can search for all existing Check In and Check Out records for employees within your scope.

To search for and view an existing Check In/Out record for an employee:

1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.



Searching for Check In/Out Records

By default, all existing Check In/Out records within your scope having a “Pending” status will be displayed here. You can search for specific records you are interested in including those that have already been archived.

Click here to expand/collapse the instructions for this page.

2. Enter any search criteria to find the record(s) you want to view and then click **Search**.

Click the **Reset** button to clear all search criteria.

The screenshot shows a web application interface for searching Check In/Out records. It includes a 'Create Record' section, a 'Search' section with a red border around the input fields, a 'Delete' section with buttons for 'Delete Selected Records', 'Select ALL Records', and 'Deselect ALL Records', and an 'Export To Excel' button. Below these is a summary bar with statistics: Overall, Functional Areas:21631, Notifications Sent:8111, POC Responses:4347, and Response Status: % 53. At the bottom is a table with columns: Select, Action, Employee Name, Check IN, Official, Assigned, Check In, Check Out, and Date. The table shows one record with Employee Name 'Cayce', Check IN '05 Dec 2012', and Date '12 Dec 2012'. Annotations with arrows point to the 'Instructions' link, the search input fields, and the 'Reset' button.

Instructions:

Create Record

Click [Here](#) To Create New Check-In/Out Record.

Search

UIC:
Search results of the selected UIC will include the Check In/Check Out records that match at least one of the following UICs: Official, Assigned, Check In, or Check Out.

Name: Cayce
At minimum please enter full or partial Lastname. Entering full or partial Firstname is optional and must be separated by a comma and a space. (Example 1: Lastname) (Example 2: Lastname, Firstname)

Status: Pending

Check In/Out:

Delete

Export To Excel

Overall Functional Areas:21631 Notifications Sent:8111 POC Responses:4347 Response Status: % 53

1403 items in the list - Sort By: Name

Select	Action	Employee Name	Check IN	Official	Assigned	Check In	Check Out	Date
		Cayce	05 Dec 2012			UIC	UIC	12 Dec 2012

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Searching for Check In/Out Records

After selecting the Check In/Out record you want to view, you will be able to edit, upload documents, send notification emails, and attach any notes to it. You can also delete any Check In/Out record.

- 3. Click the Edit/View link corresponding to the Check In/Out record you want to view.

You are also able to click the Delete button to delete this Check Out record.

SearchReset

Delete

Delete Selected RecordsSelect ALL RecordsDeselect ALL Records

Export To Excel

OverallFunctional Areas: 2Notifications Sent: 0POC Responses: 0Response Status: % 0

9 items in the list - Sort By: Name

Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created
<input type="checkbox"/>	Edit/View Delete	CAYCE, EDGAR	OUT	Pending	DEMO1	DEMO1		DEMO1	11/29/2012 4:49 PM
Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created

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Editing Check In/Out Records

The Check In or Check Out record will open and is divided into three tabs. These tabs will help to both organize the information and communicate changes between the employee, the POCs, and the Check In/Out Coordinator. The first tab, “Check In/Out”, is the default view and is shown below.

Check In/Out | Upload Documents | Communications

PERSONNEL CHECK OUT: CAYCE, EDGAR

This record was created by TWMS User: WOLFE, MICHAEL [Print Screen](#) [Back to List](#)

[Terminate All Required Actions and Archive this record](#)

Save

Checking In or Out: **OUT**

Prior Employment Status/Organization:

Reason For Leaving:

Resign: ☐ Accept Position In Private Industry

Employee Type: **CIVILIAN-APF**

UIC: **DEMO1 COMMANDER, NAVY APPLICATION**
DEMO COMMAND

Holds a current network account: ☒ Yes

Date of Departure:

Last Work Day:

Employee Turnover Binders:

BIN Contact: (name)
 (email)

Org Code:

Employee: [\(Copy TWMS Email\)](#)
 (email)

Sponsor: [\(Select\)](#)

To edit a Check In/Out record:

1. Enter or update any information on the record.
2. Click the **Save** button.

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Uploading Documents

All personnel having access to a Check In/Out record will also have the ability to upload a document.

To upload documents linked to a Check In/Out record:

1. Click the **Upload Documents** tab.

Check In/Out **Upload Documents** Communications

PERSONNEL CHECK OUT: CAYCE, EDGAR

This record was created by TWMS User: WOLFE, MICHAEL [Print Screen](#) [Back to List](#)

[Terminate All Required Actions and Archive this record](#)

[Save](#)

Checking In or Out: **OUT**

Prior Employment Status/Organization:

Reason For Leaving:

Resign-To Accept Position In Private Industry

Employee Type: **CIVILIAN-APF**

UIC: **DEMO1 COMMANDER, NAVY APPLICATION**
DEMO COMMAND

Holds a current network account: **Yes**

Date of Departure: **12/21/2012**

Last Work Day: **12/21/2012**

Employee Turnover Binders:

BIN Contact: **(Select)**

Org Code:

Employee: [\(Copy TWMS Email\)](#)
edgar.cayce@navy.mil (email)

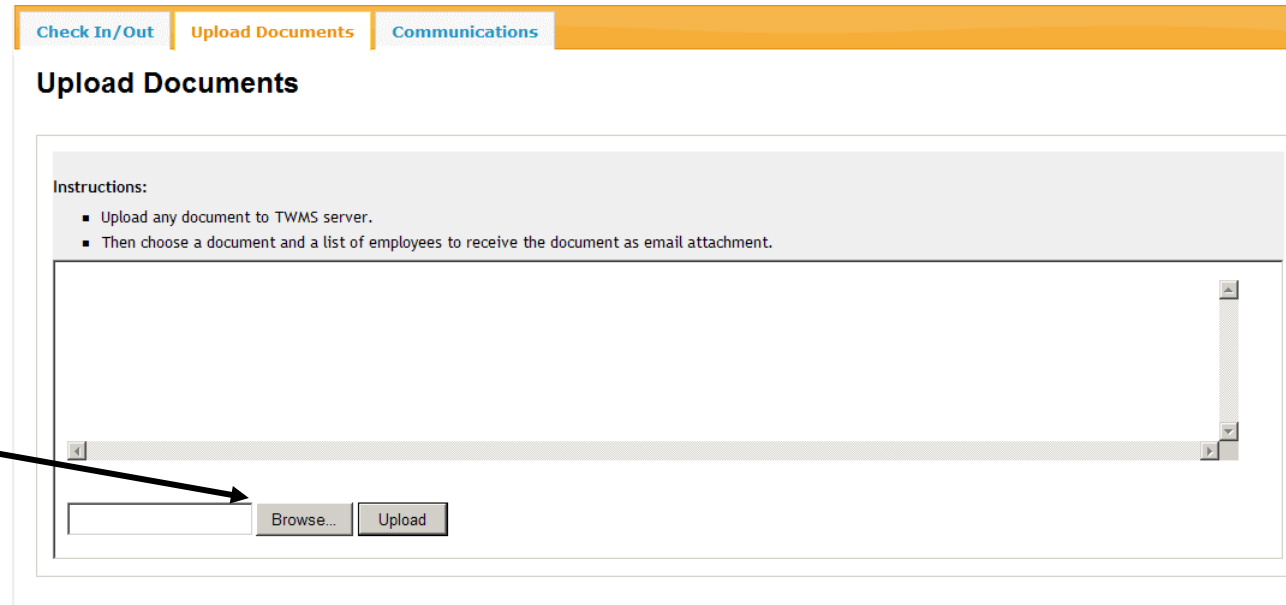
Sponsor: [\(Select\)](#)

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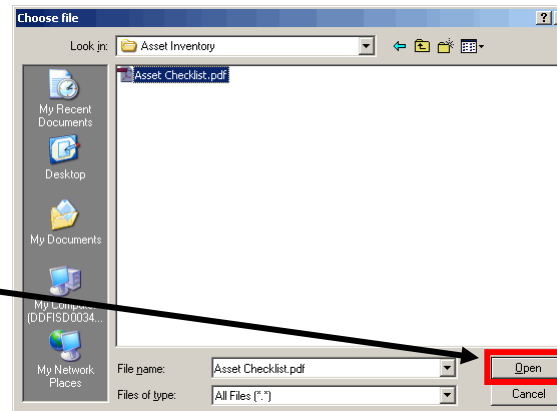
Uploading Documents

Uploading documents will assist the POCs, employee, and the Check In/Out Coordinator to facilitate the check in and check out process.

2. Click the **Browse** button.



3. Locate the folder and file where the document is located and then click **Open**.



Uploading Documents

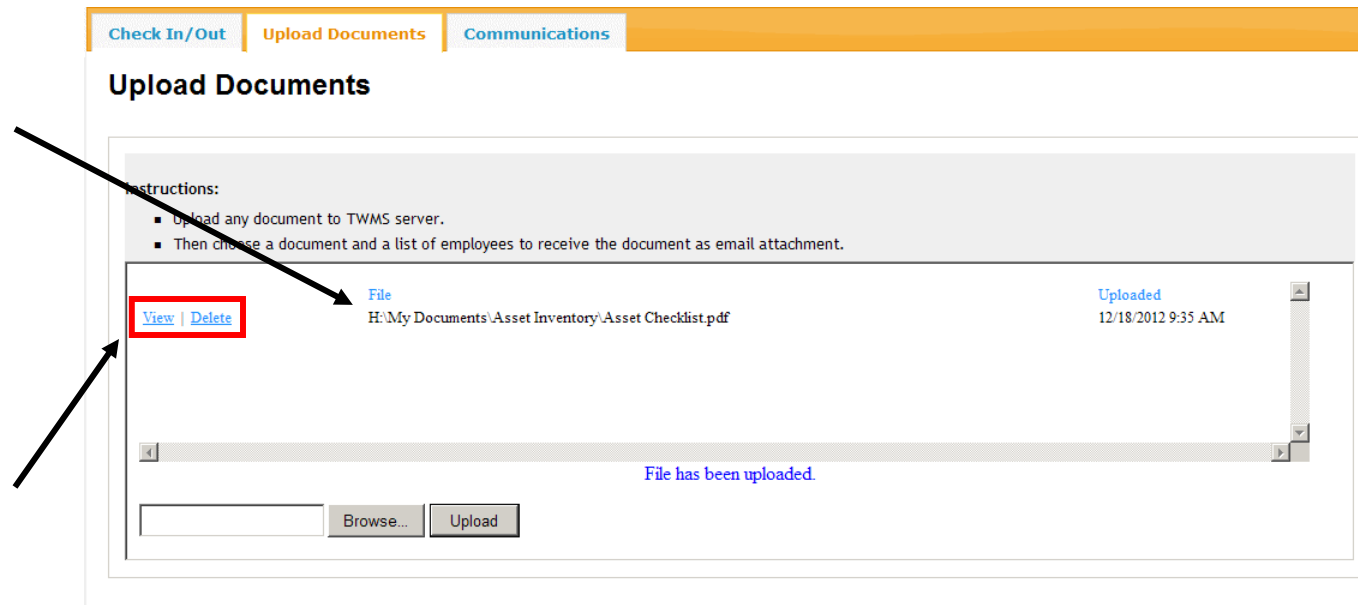
After uploading, this document can be opened by anyone having access to the Check In or Check Out record.

4. Click the **Upload** button.



The file has been uploaded.

5. Click the **View** or **Delete** button to view or delete the uploaded document. The only person that can delete a document is the one who uploaded it.



Sending Documents and Messages

All personnel having access to a Check In/Out record for an employee will have the ability to send documents and messages to them or to anyone else in TWMS.

To send a document or message linked to a Check In/Out record:

1. Click the **Communications** tab.

The screenshot displays the TWMS interface for a personnel check-out record. At the top, there is a navigation bar with three tabs: 'Check In/Out', 'Upload Documents', and 'Communications'. The 'Communications' tab is highlighted with a red box, and an arrow points from the instruction 'Click the Communications tab.' to it. Below the tabs, the title 'PERSONNEL CHECK OUT: CAYCE, EDGAR' is visible. A message states 'This record was created by TWMS User: WOLFE, MICHAEL' with links for 'Print Screen' and 'Back to List'. A button labeled 'Terminate All Required Actions and Archive this record' is present. The main form area contains various fields: 'Checking In or Out: OUT', 'Prior Employment Status/Organization:', 'Reason For Leaving:' with a dropdown menu showing 'Resign-To Accept Position In Private Industry', 'Employee Type: CIVILIAN-APF', 'UIC: DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND', 'Date of Departure: 12/21/2012', 'Employee Turnover Binders:' with a dropdown, 'Org Code:', 'Employee:' with a link '(Copy TWMS Email)' and the email 'edgar.cayce@navy.mil', 'Sponsor:' with a link '(Select)', 'Holds a current network account:' with a 'Yes' dropdown, 'Last Work Day: 12/21/2012', and 'BIN Contact:' with a '(Select)' dropdown and input fields for '(name)' and '(email)'. A 'Save' button is located at the top left of the form area.

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Sending Documents and Messages

The first step is to search for the recipients of the document or message you want to send.

2. Enter any search criteria and then click the **Show List of Recipients** button.
In these steps we will send a document and a message to the employee of this Check Out record.

3. Select the row of the name from the resulting search list to add it to the list of recipients.

The screenshot shows the 'Document Communication' interface. At the top, there are three tabs: 'Check In/Out', 'Upload Documents', and 'Communications'. The 'Communications' tab is selected. Below the tabs, the title 'Document Communication' is displayed. The main section is titled 'Search Recipients'. It contains several input fields: 'Use UIC/OrgCode' with radio buttons for 'Official' (selected) and 'Assigned'; 'Employee Type' with a dropdown menu; 'UIC' with a text input field; 'OrgCode' with a text input field; 'Last Name' with a text input field containing 'cayce'; and 'First Name' with a text input field. A red box highlights the 'Show List of Recipients' button. Below the button, there is a table with 10 columns: 'Lastname', 'Firstname', 'MI', 'TYPE', 'Email', 'Official UIC', 'Official OrgCode', 'Assigned UIC', 'Assigned OrgCode', 'Title', and 'key'. The table shows one entry: CAYCE, EDGAR, CIVILIAN-APF, edgar.cayce@navy.mil, DEMO1, N02, DEMO1, N15, MANAGEMENT ANALYST, 120694-CA. A red box highlights this row. Below the table, there is a 'Showing 1 to 1 of 1 entries' message and a 'First' button. Below the table, there is a 'Click a row to Add recipient.' message and a 'Click a selected row to Deselect/Remove recipient.' message. At the bottom, there is a 'Selected Recipients' section with a table with 4 columns: 'Lastname', 'Firstname', 'Email', and 'key'. Below this table, there is a 'Clear Selected Recipients' button.

Check In/Out Upload Documents Communications

Document Communication

Search Recipients

Use UIC/OrgCode ☒ Official ☐ Assigned

Employee Type:

UIC:

OrgCode:

Last Name:

First Name:

Show List of Recipients

Show 10 entries

Lastname	Firstname	MI	TYPE	Email	Official UIC	Official OrgCode	Assigned UIC	Assigned OrgCode	Title	key
CAYCE	EDGAR		CIVILIAN-APF	edgar.cayce@navy.mil	DEMO1	N02	DEMO1	N15	MANAGEMENT ANALYST	120694-CA

Showing 1 to 1 of 1 entries

Click a row to Add recipient.

Click a selected row to Deselect/Remove recipient .

Selected Recipients

Lastname	Firstname	Email	key
----------	-----------	-------	-----

Click a row to Remove recipient.

Clear Selected Recipients

Sending Documents and Messages

After you have searched for and selected your recipients then you can send any previously uploaded documents and/or a message.

The selected employee now appears on the list of recipients.

4. If you want to send a document then select them from the list of documents that have already been uploaded.
5. If you want to send a message then write it in the text field.
6. If you want to save this message as part of the communication history of this Check Out record then click the **Save Communication Message** button.

Selected Recipients

Lastname	Firstname	Email	key
CAYCE	EDGAR	edgar.cayce@navy.mil	120694-CA

Click a row to Remove recipient.

Clear Selected Recipients

Select Documents to Send

Select	FileName	Extension	Uploaded
<input checked="" type="checkbox"/>	H:\My Documents\Asset Inventory\Asset Checklist.pdf	.pdf	Dec 18 2012 9:35AM

Deselect ALL Documents

Communication Messages

(View All Communication Messages)

- Following message will be included in the email body.
- This message can optionally be saved for future review.

Please review this asset list and bring these items with you at your scheduled appt.

Save Communication Message (Optional)

Send Email

Notifying POCs

After you have selected and opened a Check In/Out record you will be able to notify the appropriate POCs.

To notify POCs of a Check In/Out record:

1. Click the **Notify All POCs** link. This will send an email to those POCs who have NOT already been notified.

Note: You can also notify an individual POC by clicking the "Send" link corresponding to that functional area.

The POCs listed here have not yet been notified for this check out record.

2. Click **OK**.

Functional Areas:2 Notifications Sent:0 POC Responses:0 Response Status: % 0

Check OUT record has been created for CAYCE, EDGAR . In order to notify the POCs you need to click the "Notify All POCs" button.

Functional Areas

Functional Area	Phase	Phase Notification Criteria	POC Email	Email Sent	Response	Date Responded	Send/Resend
CAC CARD	1	POC(s) will be notified 2 day(s) before employee's check out date. Notification will be sent on 12/14/2012	pacel.kamBSD@navy.mil		POC has not been notified		Send
OFFICE KEYS	N/A	N/A	em.norman@navy.mil		POC has not been notified		Send

[Print Screen](#) | [Back to List](#)

Windows Internet Explorer

Notifications will be sent to ALL POCs. If the functional area is part of a phase then the POC will be auto-notified on the notification date specified for that phase.

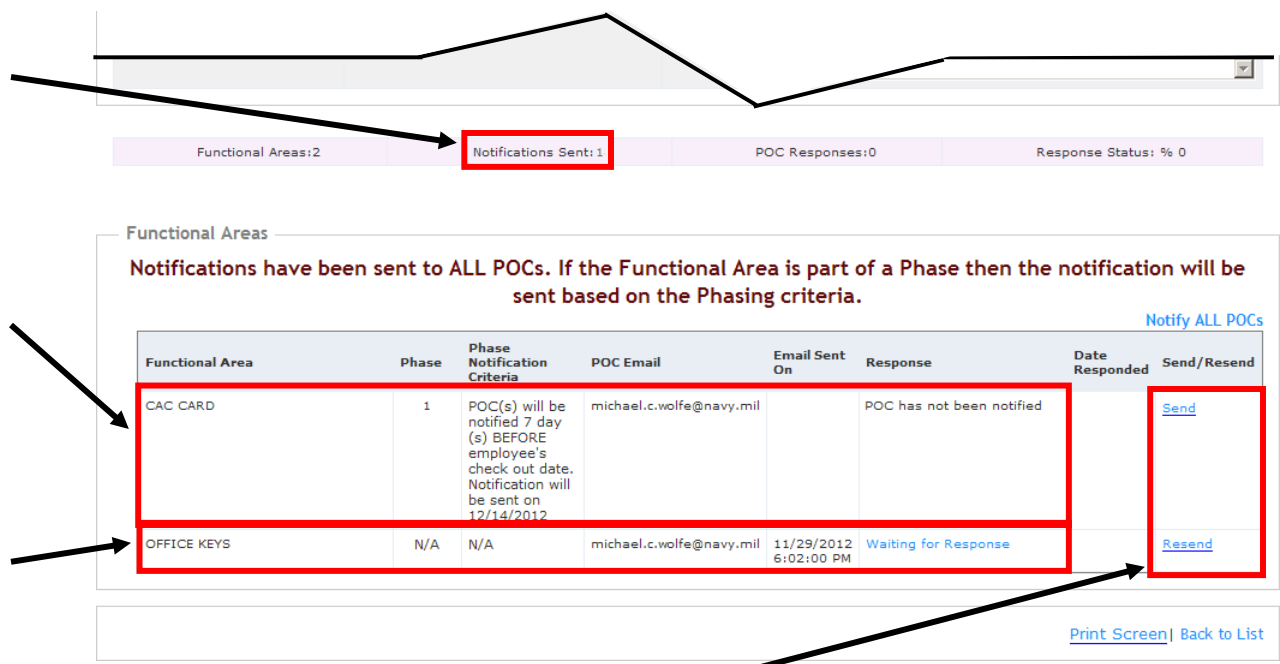
[OK](#) Cancel

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Notifying POCs

For those functional areas where a phasing criteria has been set, those POCs will not be evaluated until TWMS' nightly process determines whether an email needs to be sent.

The number of notifications sent is tracked here. The POC for this functional area will not be notified until TWMS evaluates whether or not to send an email based on POC phasing. When POC phasing functional area was immediately notified because there was no phasing associated with it.



The "Send" and "Resend" links will immediately send an email to the POC regardless of any associated phasing.

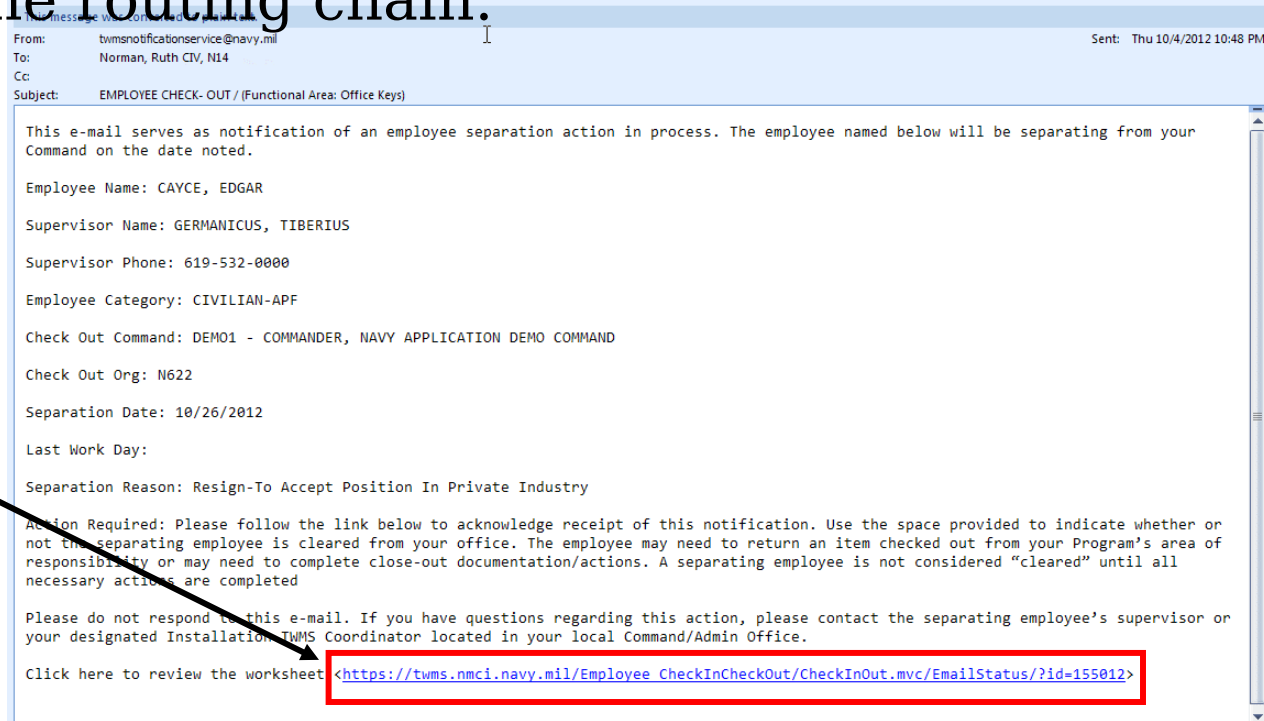
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Responding to Email Notifications

If you are a POC for a functional area then you will receive email notifications from TWMS when an employee checks in, checks out, or both. You do not need a TWMS account to review the check in or check out record. All emails will include a link that will open the corresponding check in or check out record. After the record is open you will be able to review it and provide the status for your part in the routing chain.

To respond to a check in/out record from an email notification:

1. Click the link in the email you receive from TWMS.



Responding to Email Notifications

Click this link if you want to open a read-only version of this check out record.

2. Select a status for this functional area related to the check out of this employee. You can also add any notes as needed in the available text box.

3. Click the **Save Status** button.

Note: If you aren't ready to select a status then click the Close Window button. You can return here by clicking the email link again.

TWMS - Command Check In/Out [Home](#) [About](#)

***** Attention *****

Check Out

Employee: "CAYCE, EDGAR(CIVILIAN-APF)" is checking out of
Command: [DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND](#),
Org Code: [N622](#)
On: Friday, October 26, 2012.

Please select the appropriate status from the drop-down menu below.

Building: 126
Has NMCI Account: Yes
Separation Reason: Resign-To Accept Position In Private Industry

Functional Area - Office Keys

View Check Out Record

- Click [Here](#) to see a Readonly version of the Check Out Record, or Send/Resend the notification

Update Status

Select Status

No further action required
Following information must be provided before employee is cleared
Employee must visit in person

Save Status **Close Window**

Responding to Email Notifications

4. Click the **Close Window** button.

Feedback will let you know your status has been recorded.

TWMS - Command Check In/Out

Attention

Employee "CAYCE, EDGAR(CIVILIAN-APF)" is checking out of command DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND, Org Code N02 Friday, September 30, 2011. Please select the appropriate status from the drop-down menu below.

Building: 300
Has NMCI Account: Yes
Reason for Leaving: Moving out of area

Functional Area - Office Keys

Select Status
No further action required

Please provide additional status, if needed, in the box below.

Updated On: 9/23/2011 3:50:35 PM
Updated By: NORMAN.RUTH
Status Updated To: No further action required
Response:

Save Status Close Window

Thank you. Your status has been recorded. Click the "Close Window" button to close the window.

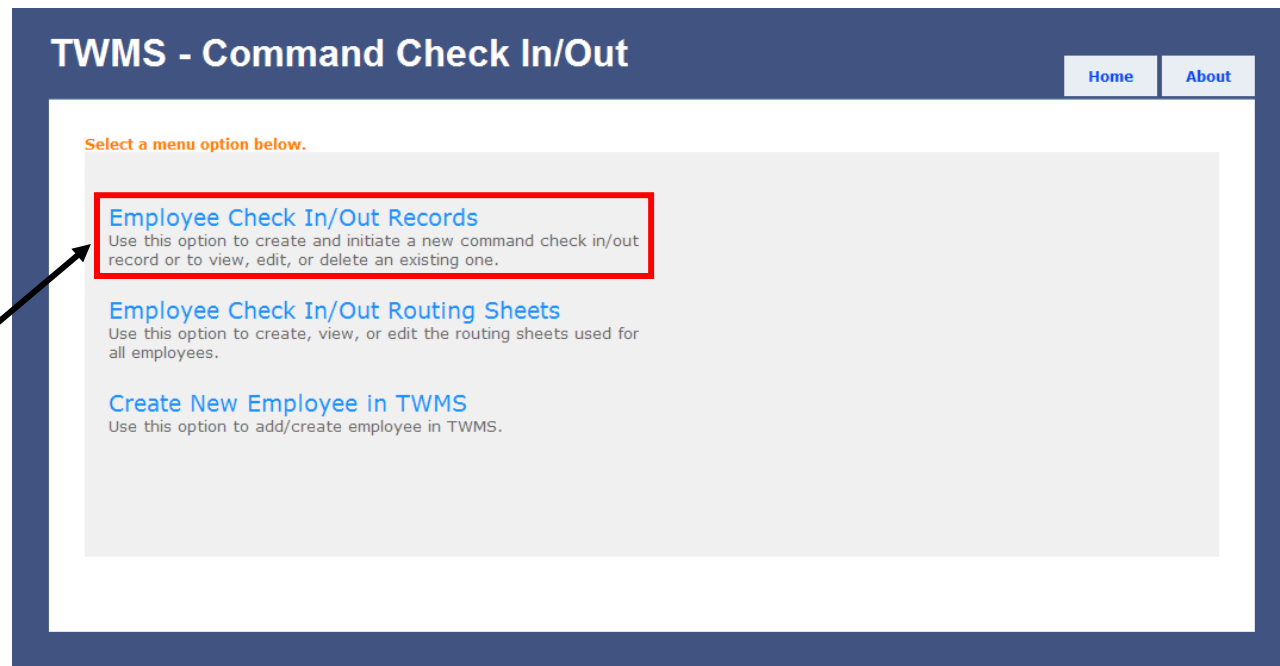


Tracking Check In/Out Records

TWMS allows you to track the progress of any check in or check out record for the employees within your scope. You can also resend reminder emails to one or more functional areas who have not yet taken any action for their part of the employee's routing sheet.

To track the progress of a Check In or a Check Out record:

1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.



Tracking Check In/Out Records


By default, all existing Check In/Out records within your scope having a “Pending” status will be displayed here. You can search for specific records you are interested in including those that have already been archived.

Click here to expand/collapse the instructions for this


2. Enter any search criteria to find the record(s) you want to view and then click **Search**.

Click the **Reset** button to clear all search criteria.

Overall statistics for the records currently displayed are found here.

Instructions: 

Create Record

Click [Here](#) To Create New Check-In/Out Record. 

Search

UIC:

Search results of the selected UIC will include the Check In/Check Out records that match at least one of the following UICs: Official, Assigned, Check In, or Check Out.


Name:

At minimum please enter full or partial Lastname. Entering full or partial Firstname is optional and must be separated by a comma and a space. (Example 1: Lastname) (Example 2: Lastname, Firstname)

Status:

Check In/Out:

Delete

 Export To Excel

Overall Functional Areas:21631 Notifications Sent:8111 POC Responses:4347 Response Status: % 53

1403 items in the list - Sort By:

Select	Action	Employee	Check IN	Official	Assigned	Check In	Check Out	Date
		Name	or ID			UIC	UIC	Created
						9095		

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Tracking Check In/Out Records

After selecting the Check In/Out record you want to track, you will be able to view the response status of each Functional Area and resend notification emails to the POCs as needed.

3. Click the Edit/View link corresponding to the Check In/Out record you want to track.

You are also able to click the Delete button to delete this Check Out record.

The screenshot shows a web application interface for tracking Check In/Out records. At the top, there is a search bar with 'Search' and 'Reset' buttons. Below this is a 'Delete' section with buttons for 'Delete Selected Records', 'Select ALL Records', and 'Deselect ALL Records'. An 'Export To Excel' button is also present. A summary bar shows 'Overall', 'Functional Areas: 2', 'Notifications Sent: 0', 'POC Responses: 0', and 'Response Status: % 0'. Below this is a table with 9 items in the list, sorted by Name. The table has columns for Select, Action, Employee Name, Check IN or Out?, Status, Official UIC, Assigned UIC, Check In UIC, Check Out UIC, and Date Created. A red box highlights the record for 'CAYCE, EDGAR' with status 'Pending'. Arrows point to the 'Edit/View' and 'Delete' links in the 'Action' column, and to the 'Pending' status.

Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created
<input type="checkbox"/>	Edit/View Delete	CAYCE, EDGAR	OUT	Pending	DEMO1	DEMO1		DEMO1	11/29/2012 4:49 PM

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Tracking Check In/Out Records

The Check In/Out record now displays and provides information regarding the response status of each Functional Area.

Statistics for this record are found here.

4. Click the Resend button to re-notify the POC of a Functional Area.

Check In/Out Upload Documents Communications

PERSONNEL CHECK OUT: CAYCE, EDGAR

This record was created by TWMS User: WOLFE, MICHAEL [Print Screen](#) [Back to List](#)

[Terminate All Required Actions and Archive this record](#)

Functional Areas:2 Notifications Sent:2 POC Responses:1 Response Status: % 50

Functional Areas

Functional Area	Phase	Phase Notification Criteria	POC Email	Email Sent	Response	Date Responded	Send/Resend
CAC CARD	1	POC(s) will be notified 7 day(s) BEFORE employee's check out date. Notification will be sent on 12/14/2012	michael.c.wolfe@navy.mil	11/29/2012 6:02:00 PM	Waiting for Response		Resend
OFFICE KEYS	N/A	N/A	michael.c.wolfe@navy.mil	11/29/2012 6:02:00 PM	Employee must visit in person	12/18/2012 2:41:00 PM	Resend

[Print Screen](#) [Back to List](#)

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Tracking Check In/Out Records

The status of a Check In/Out record will change to “Archived” after the responses for all POCs have been set to “No Further Action Required”.

Statistics for this record reflect that all POCs have responded.

Search Reset

Delete

Delete Selected Records Select ALL Records Deselect ALL Records

Export To Excel

Overall Functional Areas:2 Notifications Sent:2 POC Responses:2 Response Status: % 100

1 items in the list - Sort By: Name

Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created
<input type="checkbox"/>	Edit/View Delete	CAYCE, EDGAR	OUT	Archived	DEMO1	DEMO1		DEMO1	11/29/2012 4:49 PM

The status of this record is “Archived”.

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